Informal discussions with staff
Plans and engineering prepared by applicant or agent
Preapplication meeting with staff or formal conceptual review

Submit all required documents and fees (including wetlands studies, arborist reports, etc.)

Preliminary staff review for completeness, Preliminary environmental determination, Project plans sent to all responsible agencies

Project reviewed
Responses from agencies received
Staff project review committee

Environmental review (negative declaration requires 20 or 30 days posting, Environmental Impact Report requires minimum 6 months processing time)

Project hearing date confirmed, project noticed in Loomis News and posted and mailings to properties within 300' radius at least 10 days prior to public hearing

> Staff recommendations finalized Staff report drafted and approved for submittal to Planning Commission

Planning Commission receives and reviews staff report, makes site visit (Friday before Planning Commission meeting) Copy of staff report mailed to applicant

Planning Commission at Public Hearing approves, conditionally approves or denies project Appeal period: 10 calendar days Town Council, if appealed

> Conditions of approval completed or bonded with Town Engineer By applicant or agent

Design review approval or other approvals for construction as required

If Final Map
Final Map and Improvement Plans reviewed and approved by
Town Engineer
Formal approval by Town Council or Town Engineer
Map Recorded

Building plans submitted with required documents Including improvement plans

Building plans reviewed and approved by planning, engineering and building staff

> Permit issued Inspection process begins